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Secretariat

14 September 2007

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Additional arrangements for admission to the United Nations Headquarters during the Secretary-General's high-level event on climate change, on 24 September, and for the period of the general debate of the sixty-second session of the General Assembly, from 25 September through 3 October 2007**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the Secretary-General's high-level event on climate change, on Monday, 24 September, and during the period of the general debate of the sixty-second session of the General Assembly, from Tuesday, 25 September, through Wednesday, 3 October 2007. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 24 September, through Friday, 28 September 2007. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At the present time, it is expected that on the weekend of 22 and 23 September, First Avenue will be open to vehicular traffic, with the exception of buses and trucks.

2. The United Nations will be closed to the public from 4 p.m. on Friday, 21 September, until 9 a.m. on Thursday, 4 October 2007. During this period, regular guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Thursday, 4 October 2007, when guided tours will resume a regular schedule.

3. During this period, individuals holding temporary (non-photo) passes, recreational club passes and courtesy passes (with the exception of protocol courtesy passes) will not be given access to the United Nations complex. In addition, outside messengers, guests and holders of library building passes will not be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to

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family members, staff should make all necessary arrangements in advance in this regard. During this period, all bags entering the United Nations complex will be subject to search.

Access through the Delegates Entrance

4. During this period of heightened security, as a result of the constant flow of motorcades and other vehicular traffic, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed for normal use. The south side of the 46th Street and First Avenue entrance will be reserved for pedestrian use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Access for representatives of non-governmental organizations, the media, retirees, staff, affiliates and interns

5. A screening and accreditation centre has been installed in a tent located at the 47th Street entrance near the North Lawn area. Representatives of non-governmental organizations, the media, affiliates and interns will use the 46th Street crossing point and will be directed north to the 47th Street gate and the North Lawn facility for accreditation, as necessary, and for security screening. They will use the special access walkway next to the globe sculpture (gift of Italy), to enter the General Assembly Building from the Visitors Plaza, at the Canadian doors.

6. For two days before and on the day of the high-level event, from Saturday, 22 September, until Monday, 24 September, representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to the premises. During the period of the general debate, from Tuesday, 25 September, until Wednesday, 3 October, representatives of non-governmental organizations will not be granted access to the premises.

7. Members of the media who are not yet accredited will be required to go through an accreditation and screening process at the North Lawn facility. Magnetometer and X-ray screening of media equipment will be conducted at this facility. In connection with the closure of First Avenue, the traffic median (Press Island) at 46th Street and First Avenue will be used by satellite communication vehicles and their personnel.

8. Retirees will not be granted access to the premises from Saturday, 22 September, through Friday, 28 September 2007.

Access to restricted areas

9. During the period Saturday, 22 September, through Friday, 28 September 2007, access to the restricted areas will be given to those bearing United Nations building passes and the appropriate colour-coded access passes (secondary passes).

10. The bilateral meeting areas are located on the second, third and fourth balconies of the General Assembly Building and in the General Assembly Building lobby. Those areas will be reserved for members of delegations and staff conducting official business and will require proper United Nations building passes for access.

11. The North Lounge on the second floor of the Conference Building will be accessible to staff members with secondary passes who are conducting official

business in the lounge during this period. The South Lounge will be utilized during this period as an area for delegations to hold informal interviews with the press. Therefore, access to the South Lounge is restricted to accredited members of the media and members of delegations invited for interviews.

12. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

13. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to all vehicular traffic, with the exception of identified motorcades, from Monday, 24 September, through Friday, 28 September 2007. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their building passes. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Please allow additional time to clear the checkpoint.

14. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only vehicular entry point to the premises will be through the crossing point left of 49th Street and FDR Drive, via the checkpoint at the south-east corner of 48th Street.

15. Staff members using the 46th Street crossing point will be directed to the 46th Street Visitors Gate. Staff members will enter the General Assembly Building from the Visitors Plaza, at the Canadian Doors, and will be routed downstairs through the Gift Shop area towards the Conference Building (1B), and may proceed from there to their offices.

16. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building on 45th Street and First Avenue (entrance on 45th Street).

17. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades of Heads of State/Government and high threat-level motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 8 a.m. on Saturday, 22 September, until the close of business on Friday, 28 September 2007. The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

Alternative access route

18. Passenger vehicles with valid authorization to park in the United Nations garage will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance.

19. From Monday, 24 September, until Friday, 28 September, the following access routes will be in effect:

(a) Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From that location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance;

(b) Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters by travelling southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year, the route will be available from 4 a.m. on Monday, 24 September, through Friday, 28 September. During this period, the FDR Drive may be closed at intervals throughout the day.

Closure of the garage

20. For security reasons, the garage will be closed for parking from 8 p.m. on Friday, 21 September, and will reopen for authorized vehicles at 8 a.m. on Saturday, 22 September. All vehicles must be removed not later than 8 p.m. on Friday, 21 September, until the reopening of the garage.

Alternative parking while the garage is closed

21. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Friday, 21 September, parking has been allocated in the following locations: both sides of First Avenue from 34th Street to 40th Street, west side of Second Avenue from 34th Street to 40th Street, and both sides of First Avenue from north of 49th Street to 52nd Street. Properly identified vehicles will be permitted parking in these locations from 8 p.m. on Friday, 21 September, to 8 a.m. on Saturday, 22 September 2007. A special parking decal, which can be obtained from the Garage Administration, should be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government. Please note that parking at bus stops and hydrants and double-parking are not permitted.

Vehicle security checks

22. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 24 September, through Friday, 28 September. All vehicles entering the garage are subject to search. Significant delays should be expected. Please limit the contents inside the vehicle to expedite security clearance.

Dining room, other catering facilities and commercial operations

23. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for Friday, 21 September, through Friday, 5 October 2007, will be as follows:

Cafeteria (Secretariat Building, first floor)

Friday (21 September)	7 a.m.-8.30 p.m.
Saturday-Sunday (22 September-23 September)	8 a.m.-7 p.m.
Monday-Friday (24 September-28 September)	7 a.m.-8.30 p.m.
Saturday (29 September)	8 a.m.-4 p.m.
Sunday (30 September)	*Closed*
Monday-Friday (1 October-5 October)	7 a.m.-8.30 p.m.

Staff Café (Conference Building, fourth floor)

Friday (21 September)	12 noon-3 p.m.
Monday (24 September)	*Closed*
Tuesday-Friday (25 September-28 September)	12 noon-3 p.m.
Monday-Friday (1 October-5 October)	12 noon-3 p.m.

Café Austria (Conference Building, first basement)

Friday-Tuesday (21 September-25 September)	*Closed*
Wednesday-Friday (26 September-28 September)	8 a.m.-6 p.m.
Monday-Friday (1 October-5 October)	8 a.m.-6 p.m.

UNCA Club

Friday (21 September)	9 a.m.-4 p.m.
Monday-Friday (24 September-28 September)	9 a.m.-4 p.m.

UNDC-1 Cafeteria, third floor

Friday (21 September)	8 a.m.-6 p.m.
Monday-Friday (24 September-5 October)	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Friday (21 September)	8.30 a.m.-4.30 p.m.
Monday-Friday (24 September-5 October)	8.30 a.m.-4.30 p.m.

24. During the period 21 September through 3 October, the Delegates Dining Room will be open from Monday to Friday, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixty-second session of the General Assembly. During this period, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies, and no guest without prior United Nations accreditation may be invited to such functions. Please note that the Delegates Dining Room will be closed on Monday, 24 September, and will reopen on Tuesday, 25 September, at 11.30 a.m.